Overview

staff.csu provides students and staff with a personal and meaningful CSU web experience. It offers quick and convenient access to CSU online resources, communications and other relevant information, bringing together information from a wide variety of sources into one convenient location. Parts of staff.csu are fully customisable. To open staff.csu, open up Internet Explorer and navigate to the following web address: http://staff.csu.edu.au/

staff.csu Layout

The staff.csu layout is comprised of two distinct sections: the side bar and the desktop. The side bar remains constant wherever you are in staff.csu. The staff.csu desktop is dynamic and changes depending on your preferences and current activity.
Navigating staff.csu

Side Bar

The Side Bar is located on the left hand side of the screen. The staff.csu sidebar contains a variety of important information including your personal greeting, password and Quick Link tools. Tools contained within the side bar cannot be moved up or down within the column structure and cannot be closed.

The sidebar also contains a quick links search function. To search the quick links simply enter the key words then click Go. The Search Tool is not a search engine, it only searches the ‘Quick Links’ categories.

Quick Links

The Quick Links tool contains links to many additional CSU online resources. Quick Links are grouped into categories. Each category, when selected, expands to show a list of links for that category. To collapse the open category, click the category title or icon.
staff.csu Desktop

The staff.csu desktop is the area that contains tools which can be customised and personalised for each individual user.

As mentioned previously, you can personalise your desktop by adding, closing or moving any of the desktop tools.

The first time you open ‘staff.csu’ all of the available tools will be displayed.

The toolbox provides a list of the available tools that can be placed on your desktop. You use the toolbox to add tools to the desktop. There is a toolbox for each column on the desktop.
To select tools from the toolbox click on the tool you require and click on **add**.

**Tools** added to the desktop will appear at the bottom of the column they are added to.
**Tool Components**

Each tool consists of a title bar, menu, status bar and its content.

**Title Bar** - The title bar contains the tool name and navigation icons

**Menu Bar** - The menu bar contains links to the main tool functions

**Content** - Content area is where the tool data is displayed

**Status Bar** - The status Bar contains summary information such as the number of items available.

### Altering the Layout

As mentioned before, the title bar contains navigational icons which allow you to re-arrange the layout of the desktop.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="up" alt="up arrow" /></td>
<td>The up arrow moves the tool higher up in the column order.</td>
</tr>
<tr>
<td><img src="down" alt="down arrow" /></td>
<td>The down arrow moves the selected tool further down the column order.</td>
</tr>
<tr>
<td><img src="minimise" alt="minimise" /></td>
<td>The minimise icon reduces the tool to a title bar while maintaining its original position in the column order.</td>
</tr>
<tr>
<td><img src="restore" alt="restore" /></td>
<td>The restore icon returns a tool to its original size from a minimised status.</td>
</tr>
<tr>
<td><img src="maximise" alt="maximise" /></td>
<td>The maximise icon opens a tool to fill the desktop and shows additional functionality.</td>
</tr>
<tr>
<td><img src="close" alt="close" /></td>
<td>The close icon removes a tool from the desktop. Closed tools are available in the toolbox for you to read.</td>
</tr>
</tbody>
</table>
Tools

**My Forums**

This tool lists all of the **forums** of which you are a member. Forums are a communication tool for the students, lecturers and general staff of Charles Sturt University. The forums allow for open discussion at the convenience of the users. You can access your forums by simply clicking on the desired forum within the list.

![My Forums Tool](image)

You can see from the above list that there are 12 forums selected for viewing. To gain access to other forums click on **Modify** and then tick the box next to the forum you want access to.

**To Do**

The **To Do** tool enables you to set yourself tasks which need to be completed. Tasks can have a priority, a due date and comments. Once the task has been finished, you can mark it completed.

![To Do Tool](image)

**My Subjects**

The **My Subjects** tool displays all of the subjects in which students are currently enrolled. Subjects are now in the **CSU Interact** site which is an online platform.

![My Subjects Tool](image)
learning and collaboration environment for academics and students. If a staff member is not enrolled in any Charles Sturt University subjects their 'My Subjects' tool will only display two links: ‘Online Orientation’ which is a Student Services Interact Site and CSU Interact Staff Support which provides information on CSU Interact.

NOTE: CSU staff can access subject outline information via staff.csu - Quick Links – Admin Info: Online Subjects Staff Access

Communications Directory

The Communications Directory tool allows you to search for contact details of CSU staff and services. You can email directly from this tool.

To search the Communications Directory Tool:

1. Enter the keywords in the Search field:

2. Select the appropriate categories to search by

3. Click on Search

4. The results from your search will then be displayed
Once you have selected the information you require from the Communications Directory you are able to add it to your Address Book by clicking on the link:
Click here to add to your address book

NOTE: Click on More in the menu bar of the Communications Directory tool for access to the Internal Communications directory listing and for links to Telstra White and Yellow Pages

Address Book

The Address Book tool enables you to store the names, addresses and other details of your friends, workmates or anyone else who you need to contact from time to time.

To add a new address, simply click on Add in the menu bar and complete the necessary fields.

What’s New

The What’s New tool provides you with information on the latest happenings at CSU. What’s New also allows staff to place classified ads. To do this you need to click on Post and enter the relevant details.
Email

The Email tool provides easy access to Web Outlook which allows you to access your email externally.

![Image of Email tool]

To access Web Outlook, click on the field that says: Note: Staff may access Web Outlook here.

Poll

The Poll tool enables you to voice your opinion on a wide variety of topics. Polls will change regularly and you can view the results at any time.

![Image of Poll tool]

My Bookmarks

The My Bookmarks tool allows you to store your favourite web pages in one convenient location. You can access them every time you visit staff.csu no matter where you are.
This tool differs from Favourites within the Internet Explorer menu bar in that you do not need to be at your normal PC to view your favourite web sites. To add a bookmark, click on Add and complete the necessary fields. To Edit or Delete a bookmark, click on More >> in the bookmark tool.

Announcements

The Announcements tool will provide you with important University information such as service outages.

Services Status

The Services Status tool reports on the availability of a select number of CSU online services. If there is an outage the red light will be displayed. This signifies that a service is currently unavailable.